

# Williamson - Travis Counties

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### MINUTES OF MEETING OF THE BOARD OF DIRECTORS OF WILLIAMSON-TRAVIS COUNTIES MUNICIPAL UTILITY DISTRICT NO. 1

June 13, 2007

THE STATE OF TEXAS §

§

COUNTIES OF WILLIAMSON AND TRAVIS §

A regular meeting of the Board of Directors of Williamson-Travis Counties Municipal Utility District No. 1 was held at 6:00 p.m. on June 13, 2007, at the District office at The Park at Lakeline Oaks, 1000 Old Mill Road, Cedar Park, Texas 78613. The meeting was open to the public and notice was given as required by the Texas Open Meetings Act.

Director Rocco called the roll of the members of the Board:

Chris Rocco	-	President
Steve Davies	-	Vice President
Linda Garrett	-	Secretary
Brian T. Hardin	-	Treasurer
Luis Zervigon	-	Assistant Secretary/Treasurer

All the directors were present, thus constituting a quorum. Also present at the meeting were Bill Fry, Kristi Hester, and Becky Stathos with Severn Trent Services; Bill Flickinger with Willatt & Flickinger; and Don Bayes with Gray-Jansing & Associates. District resident Robert Kenny entered the meeting in progress.

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Director Rocco called the meeting to order at 6:05 p.m. and stated that the Board would first consider Agenda Item 1: Minutes from May 16, 2007 meeting. On a motion by Director Davies, seconded by Director Garrett, the Board unanimously approved the minutes of May 16, 2007.

Director Rocco then called for Agenda Item 2: Reconsideration of Minutes previously approved with oral revisions. There were no additional changes made to the previously approved minutes of February 21, 2007.

Director Rocco then called for Agenda Item 3: Report from the District's engineer.

- a) *Complaints by residents regarding drainage problems and the impact of District's CMU fence on such areas*
- b) *Procedures for addressing drainage complaints*
- c) *New commercial development; WCAD Reference No. R314445; Terriville 2 El Salido*

Mr. Bayes reported that the field work done at 2810 Buckeye showed that construction of the wall is not the cause of water backing up in the yard. The interior of the yard would have to be re-graded to prevent ponding because it is slightly lower than the drainage blocks.

Director Zervigon moved to authorize STES to contract to chip out the border of the existing drain blocks down to the foundation while maintaining the integrity of the slab and to send the property owner the letter GJA will send to the Board regarding possible suggestions for contouring the property to move water through the wall. Director Rocco seconded the motion. Mr. Bayes will draft the letter and forward it to the Infrastructure Committee, STES, and Mr. Flickinger for review. The approved letter will be sent to the property owner by STES. Motion carried unanimously.

Mr. Bayes met with engineering representatives of Starfish. They have submitted a letter to the City of Cedar Park requesting out-of-district wastewater service. No action is required by the Board at this time.

Director Rocco then called for Agenda Item 5: Newsletter. STES is working with Judy Nugent on the next newsletter, which will go out in July. Director Hardin asked to be added to the mailing list.

Director Rocco then called for Agenda Item 6: Management Services Agreement and Deed Restriction Enforcement Management Services Agreement with Severn Trent Environmental Services, Inc. There

was no discussion on this agenda item.

Director Rocco then called for Agenda Item 7: *Request for qualifications to management companies for deed restriction enforcement*. This item is still being considered by the committee.

Director Rocco then called for Agenda Item 8: *Repairs to District's CMU fence*. There were no repairs to the CMU fence during May.

Director Rocco then called for Agenda Item 9: *District Website*. The website is up to date.

Director Rocco then called for Agenda Item 10: *Fire Protection Services*. Mr. Fry will forward information received from the City of Cedar Park to the committee.

Director Rocco then called for Agenda Item 11: *Solid Waste Disposal Contract*. Waste Management miscalculated the CPI adjustment and the contract does not allow for retroactive increases. Director Davies moved to pay Waste Management's current invoice based on customary rate. Director Hardin seconded the motion, which passed unanimously.

Mr. Kenny entered the meeting during discussion of Agenda Item 11.

Mr. Fry will schedule a subcommittee meeting with Waste Management for the last week of June.

Director Rocco then called for Agenda Item 12: *District Depository, bank accounts*. There was no discussion on this agenda item.

Director Rocco then called for Agenda Item 13: *Electronic payment and credit card agreements for payments by customers*. This item will be removed from future agendas.

Director Rocco then called for Agenda Item 14: *Proposal for Strategic planning services*. Director Zervigon moved to authorize Mr. Flickinger to prepare documentation and references to documentation that Board members can study relative to the annexation procedures that might apply to the District. Director Garrett seconded the motion, which passed unanimously.

Director Rocco then called for Agenda Item 15: *Emergency Response Plan and Vulnerability Assessment and compliance with statutory and regulatory requirements in connection with same*. There was no discussion under this agenda item.

Director Rocco then called for Agenda Item 16: *Amendments to District's Rules and Regulations*.

There was no discussion under this agenda item.

Director Rocco then called for Agenda Item 18: *Receive citizens' communications*. Mr. Kenny distributed information on a three-story senior independent living center to be located on Lakeline Oaks Blvd. He said the developer would like to split the cost of the CMU fence with the District. The Board will need details in writing outlining the proposal. Mr. Kenny will let Mr. Fry know if the developer can attend the next Infrastructure Committee meeting.

Director Rocco then called for Agenda Item 19: *Drainage issues at 1700 and 1702 MacKenzie in Hunters Glenn*. Mr. Flickinger said architectural modification in Hunters Glenn I provides for disapproval by default. STES was directed to provide all information on this issue to the Hunters Glenn Architectural Control Committee and their management company for review and to update the complainants. Mr. Flickinger said state law prohibits changing topography which adversely affects a neighbor's drainage.

Director Rocco then called for Agenda Item 19: *Report from the DRC and act on restrictive covenant enforcement*. There was no discussion under this agenda item.

Director Rocco then called for Agenda Item 20: *Approval of DRC Minutes by Deed Restriction Committee Members*. Since the DRC meeting will be held the week after the Board meeting this month, there were no minutes to review.

Director Rocco then called for Agenda Item 21: *Report from ACC*. There was no discussion under this agenda item.

Director Rocco then called for Agenda Item 22: *Funding for and interaction with homeowners associations within the District to facilitate operation of Architectural Control Committee and other HOA functions*. There was no discussion under this agenda item.

Director Rocco then called for Agenda Item 23: *Rules for enforcement of restrictive covenants that include fines and termination of services*. There was no discussion under this agenda item.

Director Rocco then called for Agenda Item 24: *Report from the District's landscape contractor and related action*. Mr. Vinella did not realize the meeting date was changed. He is working on three proposals to bring to the July meeting. Director Zervigon said he asked Mr. Vinella to prepare a proposal for maintenance of the PEC easement from Hatch to the west side of El Salido. He will price it out on the same basis as work done on detention ponds. PEC clears the easement once every two years.

Director Rocco then called for Agenda Item 25: *Report from the Park Subcommittee regarding park improvements*. Director Hardin said the Board is still waiting on bids for redoing some of the playground equipment. Director Rocco reported that weeds are growing in the Anderson Mill West tennis courts and some lights are out.

Director Rocco then called for Agenda Item 26: *All matters related to the District's parks, fields and office building*. There was no discussion under this agenda item.

Director Rocco then called for Agenda Item 4: *Report from District's Manager and Affected Persons, including payment of bills and invoices and transfer of funds*.

- a) *review and discussion of pending Board directives to Manager, attorneys, Board members and subcommittees*
- b) *water and wastewater system report*
- c) *billing report and financials*
- d) *security issues and vandalism*
- e) *security measures for the water system*
- f) *builder and aged receivables*
- g) *detention pond and related issues*
- h) *fire hydrant survey*
- i) *RBC Dain Rauscher*
- j) *solid waste collection and disposal service*
- k) *marquees*
- l) *customer and resident complaints*
- m) *adjustment of delinquent accounts*

- n) *review changes made to Standard Operating Procedures (SOP) Manual*
- o) *collection of delinquent property taxes*
- p) *preventative maintenance program*
- q) *quarterly investment reports*
- r) *committee reports*
- s) *District patrols*

Mr. Fry said an e-mail request was received on the District e-mail account regarding mosquito control in the Sunchase ditch area. Mr. Flickinger said anyone treating the area must have a pest control license. This issue was referred to the Parks Committee and ECO will be asked to participate in the discussion.

Mr. Fry said that the collection system survey is complete.

Several signs have been vandalized. Director Davies moved to increase allocation of security personnel to 60 hours per month and specifically require a detailed description during the hours worked. Director Zervigon seconded the motion, which passed unanimously. Director Davies said Jason is going to start initialing all invoices to indicate he has reviewed them.

Director Zervigon pointed out that Page 34 of the Manager's Report refers of Director Davies' March 26 e-mail to Mr. Fry, but the e-mail is not attached. STES should use an original of the study paper on Page 35 to maintain copy quality.

The Management Committee meeting on minute-taking should be rescheduled for July.

Mr. Fry will be meeting with the Infrastructure Committee again concerning policy changes.

Director Hardin said the Insurance Committee needs to meet to discuss the crime shield policy.

Director Rocco has worked on the MD&A report. Ms. Hester will fill in numbers on the report and return it to the Budget Committee.

Once minutes are approved, they should be posted. If any revisions are required, the minutes should

be posted as soon as revisions have been made, and then the revised minutes should be put in the next packet.

Ms. Hester reviewed May financials. On a motion by Director Garrett, seconded by Director Rocco, the Board unanimously approved payment of checks #8014 – #8071, totaling \$157,651.49. Ms. Hester will e-mail a corrected check detail report to the Bills & Invoices Committee.

Mr. Fry will obtain lists published by AWBD, TML, and CAI reflecting legislation passed during the last session.

Committee meetings were scheduled as follows:

JUNE:

June 26 – Parks Committee (Hardin/Garrett) – MUD building at 4:00 p.m.

June 27 – Solid Waste Committee (Rocco/Davies) – STES at 11:30 a.m.

June 28 – Infrastructure Committee (Hardin/Zervigon) – STES at Noon

June 29 – Insurance Committee (Rocco/Hardin) – STES at Noon

JULY:

July 2 – Management Committee (Rocco/Davies) – STES at 11:30 a.m.

July 11 – Deed Restrictions Committee (Rocco/Zervigon) – MUD building at 7:00 p.m.

July 16 – Bills & Invoices Committee (Hardin/Zervigon) – Jim's at 8:00 a.m.

July 18 – Board meeting – MUD office at 6:00 p.m.

Director Rocco then called for Agenda Item 26: Adjournment. The meeting was adjourned at 8:36 p.m.

Board of Directors

Date: \_\_\_\_\_